



Job Title: Development Director

Reports to: Executive Director

Hours & Salary Range: This position can be structured in one of two ways:

- **OPTION 1:** For a qualified candidate with expertise and interest in grant writing, the position will be a 40-hour-per-week position, with a salary range of \$50,000-56,000 annually.
- **OPTION 2:** For the candidate without grant expertise or interest, this position will be a 30-hour-per-week position, with a salary range of \$37,500-42,000 annually. A separate grant writer will also be hired.

To Apply: Submit resume, cover letter, writing sample (example: solicitation letter, grant narrative) and three professional references to contact@soundscapeshr.org. Review will begin immediately and continue until the position is filled.

Soundscapes is a nonprofit youth development organization in Southeastern Virginia that uses music instruction and performance to develop life skills in students from early childhood to early adulthood. The organization provides daily after-school music programs, a regional youth orchestra, and summer camps. Learn more at www.soundscapes.org.

Position Description:

The Development Director leads a comprehensive philanthropy program to secure donations from individuals, foundations, corporations, and government sources through special events, annual and multi-year campaigns, grants, and the cultivation and solicitation of major and planned gifts. Soundscapes is in a period of growth and the ideal candidate will be eager to build the fundraising program in order to meet the increasing demands for resources.

Responsibilities:

- Design and implement a plan to raise at least \$800,000 annually.
- Serve alongside the Executive Director and board members in representing the organization throughout the community to build a strong network of support.
- Build and maintain long-term relationships with individual donors, foundations, corporations, and public officials.
- Oversee the development of fundraising materials including fundraising appeals, a case for support, outreach emails, event materials and other support documentation.
- Design and execute fundraising events, including a gala, golf tournament, and donor appreciation reception.
- Direct or participate in negotiations for complex, high profile, or sensitive gift agreements.
- Serve on the organization's executive team and contribute to the effective management of the program.
- Lead, inspire, and manage the Communication & Development Coordinator and future members of the development team.
- Identify grant funding opportunities and write all applications (OPTION 1) OR supervise a grant writer (OPTION 2).

Qualifications:

- Bachelor's degree and 5 years related experience preferred.
- Proven skills and experience securing major gifts, managing fundraising events with high net revenue, and running successful annual and multi-year fundraising campaigns.
- Experience building and maintaining long-term relationships with individuals, foundations, and corporations.
- Ability to communicate effectively and persuasively through conversations, presentations, and writing.
- Experience planning and managing budgets.
- Management and supervising experience.
- Strong computer skills, to include Microsoft Office Suite, Google Workspace, and donor management software (Little Green Light preferred).
- Appreciation of music and an understanding of its value.
- Experience securing grants is required for the 40-hour-per-week version of this position (OPTION 1).

Soundscapes is an Equal Opportunity Employer. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.